

COVER SHEET

OWNER'S CHECKLIST FOR USE AT CONTRACT EXPIRATION FISCAL YEAR 2000

Directions: This format should be used by all Owners of projects with Section 8 contracts expiring in Fiscal Year 2000. At least 120 days before contract expiration, provide this checklist to the Director of the Multifamily Program Center or Hub with jurisdiction over the project, along with the applicable worksheet and the required documentation specified below. If you need additional space, please add additional pages.

Project Name: _____

Project Location: _____

FHA Project No.: _____

Total Units in Project: _____ **Total Section 8 Units in Project:** _____

Complete the following, being sure to include all contracts and stages in the project, regardless of when they are expiring: Please indicate contracts/stages you wish to combine by placing a "Y" in the appropriate space(s). Only those contracts/stages that expire in FY2000 may be combined. See instructions for combining contracts in Section VI of this Notice.

Section 8 Contract Number	Stage Number (if applicable)	Combine (Yes?)	# Units	Expiration Date

I hereby select the following Option: Check 1, 2, 3, 4, 5 or 6 below and also provide the corresponding worksheet(s):



OPTION 1 - Request Renewal Under Mark-Up-To-Market Procedures

Processing instructions are available in Attachment 4B.

● **OPTION 2 - Request Renewal With Rents At or Below Comparable Market Rents And Without Restructuring**

(Go to page 5 of this Attachment)

_____ **Initial Renewal**

_____ **Subsequent Renewal**

I request a contract renewal for a _____ years/months term.

● **OPTION 3 - Request Referral to OMHAR for :**

Choose One (Go to page 9 of this Attachment)

_____ **OPTION 3A** - Reduction of Section 8 Rents to Comparable Market Rents without Restructuring (OMHAR-Lite)

_____ **OPTION 3B** - Restructure of the mortgage and reduction of Section 8 Rents to Comparable Market Rents

● **OPTION 4 - Request Renewal of the Contract for Projects Exempted From OMHAR**

(Go to page 10 of this Attachment)

I request a contract renewal for a _____ years/months term.

● **OPTION 5 - Portfolio Reengineering Demonstration and Preservation Contract Renewals**

(Go to page 13 of this Attachment)

I request a contract renewal for a _____ years/months term (for Demonstration projects only).

● **OPTION 6 - Opt-Out of the Section 8 Contract**

(Go to page 16 of this Attachment)

WORKSHEET FOR OPTION 1

Requesting a Contract Renewal Under the Mark-Up-To-Market Procedure

I hereby request a renewal of my contract under the Mark-Up-To-Market procedure. I am attaching a **Rent Comparability Study** (RCS) prepared in accordance with **Attachment 6** and a completed "Initial Eligibility Worksheet" for Section 8 units in contracts eligible under this Option.

Owners should check the appropriate statements:

- _____ Based on the RCS and the attached "Initial Eligibility Worksheet," the comparable market rent potential is at or above 110% of the Fair Market Rents (FMR's), as published in the Federal Register on October 1, 1999 (the FMRs are available on the web at www.huduser.org/datasets/fmr.html);
- _____ The property will be transferred to an eligible non-profit Owner;
- _____ If necessary to process this request, I agree to enter a three-month, short-term renewal at current rents.

I hereby certify that:

- _____ the property does not have any Use Agreement in effect; AND
- _____ neither I, nor any of my affiliates, are suspended or debarred; OR
- _____ I, or my affiliates, are suspended or debarred and are requesting a contract renewal subject to HUD approval.

Warning:

If you knowingly make a false statement on this form, you may be subject to civil penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosure of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Owner's Name _____

Owner's signature: _____ **Date** _____

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WORKSHEET FOR OPTION 2

Requesting Renewal (Initial and Subsequent) of Contract At or Below Comparable Market Rent

Owners should check one of the following Options:

_____ **INITIAL RENEWAL** - I request an **initial renewal** of my contract without restructuring and am attaching a **Rent Comparability Study (RCS)** prepared in accordance with **Attachment 6**. The chart below reflects the results of the study and compares them to the expiring Section 8 units in my project;

Begin calculations with Comparison Chart on the next page.

or

_____ **SUBSEQUENT RENEWAL** - I request a **subsequent renewal** of my Section 8 contract without restructuring and:

Owner should check ONE of the following:

_____ I request that the contract rents be adjusted by the currently published OCAF and am submitting the OCAF Adjustment Worksheet.

Date of RCS (less than 5-years old): _____

Comparable Rent Potential: _____ (from original RCS that included all
Section 8 units)

Adjusted by an OCAF: _____ (currently published)

New Comparable Market

Rent Potential :

_____ I request a budget-based rent adjustment and am including a budget and rent schedule completed in accordance with requirements of HUD Handbook 4350.1, Chapter 7 and **Attachment 8**.

Date of RCS (less than 5-years old): _____

Comparable Rent Potential: _____ (from original RCS that included all
Section 8 units)

Adjusted by an OCAF: _____ (currently published)

New Comparable Market

Rent Potential :

Rent Potential Based on

Attached Budget:

NOTE: The rent potential based on the budget-based rent increase cannot be greater than the *New Comparable Market Rent Potential*

Comparison of Section 8 and Market Rents
for initial renewals only

This information is for only those Section 8 units in the expiring contract or the other contracts/stages that you wish to combine with the expiring contract. For those RCSs that include Section 8 units that are not expiring in FY2000, only extract the information that is needed for rent calculations for the units of the contract(s)/stage(s) expiring in FY2000.

(A)	(B)	(C)	(D)	(E)	(F)
UNIT TYPE AND CONTRACT AND/OR STAGE	# OF UNITS	CURRENT SECTION 8 CONTRACT RENTS	<u>COMPS</u> CORRELATED SUBJECT RENTS (HUD 92273)	CURRENT SECTION 8 RENT POTENTIAL (B x C)	<u>COMPS</u> CORRELATED SUBJECT RENT POTENTIAL (B x D)

Compare the total Section 8 Rent Potential (E) with the
total Comparable Market Rent Potential (F):

	≤	
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NOTE: If the total of column *E* is greater than the total of Column *F*, an Owner may NOT renew under this Option. In addition, the total of Column *F* cannot be exceeded by any rent adjustments.

Owners should check the appropriate statement(s):

- _____ a) Based on the RCS, the current contract rent potential of the project is **less than or equal to** the market rent potential of the comparable market rents. I understand that the initial renewal rents will be set at current rent adjusted by OCAF but not to exceed comparable market rents. I have included the required OCAF calculation worksheet; *or*
- _____ b) Based on the RCS, the current contract rent potential is **less than or equal to** the market rent potential of the comparable market rents. I am submitting the required documentation for a budget-based rent increase in accordance with HUD Handbook 4350.1, Chapter 7 and Attachment 8. The attached budget reflects the projected costs for the 12 months covered by the renewal contract. I understand that the initial renewal rents will be set at current rent adjusted by the budget-based increase but not to exceed comparable market rents (total of Column *F* above).

NOTE: *OCAF or budget-based adjusted rents that result in project rents being renewed at market, are not required to enter into a five year contract renewal. However, Owners may elect to enter a five-year contract if they wish to do so.*

Worksheet for OCAF Adjusted Rents
for initial and subsequent renewals

Enter information for only the Section 8 units in the project that are expiring in FY2000. When entering information please distinguish between similar units with different rents. For example, there are three contracts that have one bedroom units, each with a different rent. Enter this information as 1BR-a, 1 BR-b, etc. *If an Owner elects to combine the contracts into a single contract and there are units of the same bedroom type in the combined contracts, they should be combined into one rent level that will set the rent at an average that yields that same adjusted rent potential.*

EXAMPLE: Total rent for combined contracts , total # units = Average (# of units X rent = total rent)

STEP 1: Calculate Current Section 8 Rent Potential for Expiring Contracts

For initial renewals, copy the information from the comparison chart.

(A)	(B)	(C)	(D)
UNIT TYPE AND CONTRACT AND/OR STAGE	# OF UNITS	CURRENT SECTION 8 CONTRACT RENTS	CURRENT SECTION 8 RENT POTENTIAL (B x C)

Section 8 Contract Rent Potential for Expiring Contracts
 (total of column D):

(E) Annual Section 8 Rent Potential for Expiring Contracts
 (total of Column D x 12):

STEP 2: Calculate Increase Factor Adjusted by OCAF for Expiring Contracts

(F)	TOTAL ANNUAL RENT POTENTIAL FOR SECTION 8 UNITS NOT EXPIRING IN FY2000	
(G)	TOTAL ANNUAL RENT POTENTIAL NON-SECTION 8 UNITS	
(H)	TOTAL ANNUAL PROJECT RENT POTENTIAL (E + F + G)	
(I)	EXPIRING SECTION 8 PORTION OF TOTAL RENT POTENTIAL (E ÷ H)	
(J)	TOTAL ANNUAL PROJECT DEBT SERVICE	
(K)	ANNUAL EXPIRING SECTION 8 SHARE OF DEBT SERVICE (I x J)	
(L)	ANNUAL EXPIRING SECTION 8 POTENTIAL LESS EXPIRING SECTION 8 SHARE OF DEBT SERVICE (E-K)	
(M)	ANNUAL EXPIRING SECTION 8 RENT POTENTIAL ATTRIBUTED TO OPERATIONS MULTIPLIED BY PUBLISHED OCAF (If OCAF is 2.3%, calculate as 1.023) (L x OCAF)	

(N)	ADJUSTED CONTRACT RENT POTENTIAL (K+M)	
(O)	LESSER OF (N) AND THE ANNUAL CORRELATED SUBJECT RENT POTENTIAL (COMPS)*	
(P)	INCREASE FACTOR (O ÷ E)	

*Annual Correlated Subject Rent Potential: For Initial renewals, use total of Column **F** on the Comparison chart.
For subsequent renewals, use OCAF adjusted RCS.

STEP 3: Calculate OCAF Adjusted Contract Rent Potential for FY2000 Expiring Section 8 Contracts ONLY. As above, if there are units of the same bedroom type in the combined contracts/stages, they should be combined into one rent level that will set the rent at an average that yields that same rent potential.

(A)	(B)	(C1)	(C2)	(Q)	(R)
UNIT TYPE AND CONTRACT AND/OR STAGE	# UNITS	CURRENT CONTRACT RENTS	ANNUAL (C1 x 12)	OCAF ADJUSTED RENT (P x C2) <i>P = _____</i>	ADJUSTED RENT POTENTIAL (Q x B)

(S) Annual Adjusted Rent Potential of the Expiring Contracts
(total of column **R**):

I hereby certify that:

_____ neither I, nor any of my affiliates, are suspended or debarred; or

_____ I, or my affiliates, am/are suspended or debarred and am/are requesting a contract renewal subject to HUD approval.

Warning:

If you knowingly make a false statement on this form, you may be subject to civil penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosure of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Owner's Name _____

Owner's signature: _____ **Date** _____

WORKSHEET FOR OPTION 3**Requesting Referral to OMHAR**

Owners should select one of the following Options:

_____ **3A** - Based on the RCS, the current contract rent potential of the project is **greater than** the market rent potential of the comparable market rents. I would like a contract renewal at rents that do not exceed the comparable market rents, without a restructuring of the mortgage **(OMHAR-Lite)**;

or

_____ **3B** - I believe that the current contract rent rents are **greater than** the market rent potential of the comparable market rents. I would like to restructure the mortgage and reduce the Section 8 contract rents to market.

I hereby elect to participate in the **Mark-To-Market program** and request a renewal of the Section 8 contract(s) shown on the attached cover sheet.

I hereby certify that:

_____ the project rents exceed comparable market rents;

_____ the project currently has a HUD-insured mortgage; and

_____ neither I, nor any of my affiliates, are suspended or debarred; *or*

_____ I, or my affiliates, am/are suspended or debarred and are proposing to sell the project as part of the restructuring transaction.

Warning:

If you knowingly make a false statement on this form, you may be subject to civil penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosure of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Owner's Name _____

Owner's signature: _____ **Date** _____

WORKSHEET FOR OPTION 4

Request Renewal of the Section 8 Contract for Projects Exempted From OMHAR

Owner must select one of the following Options:

_____ **INITIAL RENEWAL** - I request an **initial renewal** of my contract under Option 4 because my project is eligible in one of the categories below. I understand that I must submit an OCAF worksheet and a budget calculation to determine which adjustment meets the “lesser of” test. *(Enter the Rent Potential based on the budget-based rent increase at the end of the OCAF Worksheet - Box T).*

(1) projects for which the primary financing or mortgage insurance was provided by a unit of State government or a unit of general local government (or an agency or instrumentality of either) and the financing involves mortgage insurance under the National Housing Act, such that the implementation of a Mark to Market Restructuring Plan is in conflict with applicable law or agreements governing such financing [These projects should be referred to OMHAR for evaluation of the conflict].

NOTE: non-insured projects continue to be ineligible for OMHAR.

(2) projects financed under section 202 of the Housing Act of 1959 or section 515 of the Housing Act of 1949; (includes 202/8, 202, 515/8 - does not include Section 811 Housing for Persons with Disabilities);

(3) projects that have an expiring contract under Section 8 of the United States Housing Act of 1937 pursuant to section 441 of the Stewart B. McKinney Homeless Assistance Act; (SRO Mod Rehab); or

(4) projects that do not qualify as eligible multifamily housing projects pursuant to section 512(2) of MAHRA. (examples of projects that qualify under this category would be (1) a project that is not insured or (2) a project that has FHA mortgage insurance with rents **under comparable market rents**. In order for an Owner of an insured project to claim eligibility under this provision, they must obtain a rent comparability study.

_____ **SUBSEQUENT RENEWAL** - I request a **subsequent renewal** of my contract under Option 4 with rents adjusted by:

OCAF and I have completed the OCAF worksheet below;

or

a budget-based rent adjustment and I have included a budget and rent schedule completed in accordance with the requirements of HUD Handbook 4350.1 Chapter 7 and Attachment 8.

Worksheet for OCAF Adjusted Rents
for initial and subsequent renewals

Enter information for only the Section 8 units in the project that are expiring in FY2000. When entering information please distinguish between similar units with different rents. For example, there are three contracts that have one bedroom units, each with a different rent. Enter this information as 1BR-a, 1 BR-b, etc. *If an Owner elects to combine the contracts into a single contract and there are units of the same bedroom type in the combined contracts, they should be combined into one rent level that will set the rent at an average that yields that same adjusted rent potential.*

EXAMPLE: Total rent for combined contracts , total # units = Average (# of units X rent = total rent)

STEP 1: Calculate Current Section 8 Rent Potential for Expiring Contracts

For initial renewals, copy the information from the comparison chart.

(A)	(B)	(C)	(D)
UNIT TYPE AND CONTRACT AND/OR STAGE	# OF UNITS	CURRENT SECTION 8 CONTRACT RENTS	CURRENT SECTION 8 RENT POTENTIAL (B x C)

Section 8 Contract Rent Potential for Expiring Contracts
 (total of column D):

(E) Annual Section 8 Rent Potential for Expiring Contracts
 (total of Column D x 12):

STEP 2: Calculate Increase Factor Adjusted by OCAF for Expiring Contracts

(F)	TOTAL ANNUAL RENT POTENTIAL FOR SECTION 8 UNITS NOT EXPIRING IN FY2000	
(G)	TOTAL ANNUAL RENT POTENTIAL NON-SECTION 8 UNITS	
(H)	TOTAL ANNUAL PROJECT RENT POTENTIAL (E + F + G)	
(I)	EXPIRING SECTION 8 PORTION OF TOTAL RENT POTENTIAL (E ÷ H)	
(J)	TOTAL ANNUAL PROJECT DEBT SERVICE	
(K)	ANNUAL EXPIRING SECTION 8 SHARE OF DEBT SERVICE (I x J)	
(L)	ANNUAL EXPIRING SECTION 8 POTENTIAL LESS EXPIRING SECTION 8 SHARE OF DEBT SERVICE (E-K)	
(M)	ANNUAL EXPIRING SECTION 8 RENT POTENTIAL ATTRIBUTED TO OPERATIONS MULTIPLIED BY PUBLISHED OCAF (If OCAF is 2.3%, calculate as 1.023) (L x OCAF)	

Project Name: _____
 01/11/00

(N)	ADJUSTED CONTRACT RENT POTENTIAL (K+M)	
(O)	LESSER OF (N) AND THE ANNUAL CORRELATED SUBJECT RENT POTENTIAL (COMPS)	
(P)	INCREASE FACTOR (O ÷ E)	

STEP 3: Calculate OCAF Adjusted Contract Rent Potential for FY2000 Expiring Section 8 Contracts ONLY. As above, if there are units of the same bedroom type in the combined contracts/stages, they should be combined into one rent level that will set the rent at an average that yields that same rent potential.

(A)	(B)	(C1)	(C2)	(Q)	(R)
UNIT TYPE AND CONTRACT AND/OR STAGE	# UNITS	CURRENT CONTRACT RENTS	ANNUAL (C1 x 12)	OCAF ADJUSTED RENT (P x C2) P = _____	ADJUSTED RENT POTENTIAL (Q x B)

(S) Annual Adjusted Rent Potential of the Expiring Contracts

(total of column **R**):

(T) Enter the Section 8 Contract Rent Potential from the budget-based rent determination reflected in the attached budget:

Initial Renewal rent is set at the **lesser** of the OCAF adjustment (S) and Budget-Based (T).

Note: Subsequent Renewals, stop after (S), this comparison is not required.

I hereby certify that neither I nor any of my affiliates are debarred or suspended.

Warning:

If you knowingly make a false statement on this form, you may be subject to civil penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosure of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Owner's Name _____

Owner's signature: _____ **Date** _____

WORKSHEET FOR OPTION 5

Request Renewal for Portfolio Reengineering Demonstration or Preservation Projects

Owner selects the statement that applies:

_____ 1. Project went through the Portfolio Reengineering Demonstration program and (*select one of the following*):

_____ a. had the mortgage restructured, and/or had the rents reduced to market; *OR*

_____ b. did not have the mortgage restructured, and did not have the rents reduced down to market.

NOTE: This only includes projects that signed a use agreement under the Portfolio Reengineering Demonstration program. Those projects that were in the Demonstration program but did not complete the restructuring process should NOT renew under Option 5

_____ 2. Project is a Preservation project (LIPHRA or ELIPHRA).

I am submitting the following required documentation, I understand that my contract will be renewed at:

(i) existing rents adjusted by an OCAF;

or

(ii) a level that provides income sufficient to support a budget-based rent and is approved by HUD. I am submitting a budget and rent schedule in accordance with HUD Handbook 4350.1, Chapter 7, as well as the additional guidance included in Attachment 8 and the OCAF rent adjustment worksheet.

Owner checks the statement that applies:

_____ My project falls under category 1(a). I understand that:

_____ the contract renewal will be processed in accordance the Department's policies for renewing contracts at or below market. I have completed the OCAF Worksheet;

_____ the contract will receive an annual OCAF adjustment, or, at my request, a budget-based rent adjustment for the first four years; *and*

_____ on the fifth year I will follow the renewal procedures for projects at or below market, including submitting a RCS.

_____ My project falls under category 1(b). I am attaching rationale as to why debt restructuring is inappropriate for this project. I understand that the rationale and this renewal request shall be referred to the Office of Portfolio Management in Washington, DC, for processing.

_____ My project falls under category 2, I understand that the contract will be renewed in accordance with the approved Plan Of Action.

Project Name: _____
01/11/00

Worksheet for OCAF Adjusted Rents
for initial and subsequent renewals

Enter information for only the Section 8 units in the project that are expiring in FY2000. When entering information please distinguish between similar units with different rents. For example, there are three contracts that have one bedroom units, each with a different rent. Enter this information as 1BR-a, 1 BR-b, etc. *If an Owner elects to combine the contracts into a single contract and there are units of the same bedroom type in the combined contracts, they should be combined into one rent level that will set the rent at an average that yields that same adjusted rent potential.*

EXAMPLE: Total rent for combined contracts , total # units = Average (# of units X rent = total rent)

STEP 1: Calculate Current Section 8 Rent Potential for Expiring Contracts

For initial renewals, copy the information from the comparison chart.

(A)	(B)	(C)	(D)
UNIT TYPE AND CONTRACT AND/OR STAGE	# OF UNITS	CURRENT SECTION 8 CONTRACT RENTS	CURRENT SECTION 8 RENT POTENTIAL (B x C)

Section 8 Contract Rent Potential for Expiring Contracts
 (total of column D):

(E) Annual Section 8 Rent Potential for Expiring Contracts
 (total of Column D x 12):

STEP 2: Calculate Increase Factor Adjusted by OCAF for Expiring Contracts

(F)	TOTAL ANNUAL RENT POTENTIAL FOR SECTION 8 UNITS NOT EXPIRING IN FY2000	
(G)	TOTAL ANNUAL RENT POTENTIAL NON-SECTION 8 UNITS	
(H)	TOTAL ANNUAL PROJECT RENT POTENTIAL (E + F + G)	
(I)	EXPIRING SECTION 8 PORTION OF TOTAL RENT POTENTIAL (E ÷ H)	
(J)	TOTAL ANNUAL PROJECT DEBT SERVICE	
(K)	ANNUAL EXPIRING SECTION 8 SHARE OF DEBT SERVICE (I x J)	
(L)	ANNUAL EXPIRING SECTION 8 POTENTIAL LESS EXPIRING SECTION 8 SHARE OF DEBT SERVICE (E-K)	
(M)	ANNUAL EXPIRING SECTION 8 RENT POTENTIAL ATTRIBUTED TO OPERATIONS MULTIPLIED BY PUBLISHED OCAF (If OCAF is 2.3%, calculate as 1.023) (L x OCAF)	

Project Name: _____
 01/11/00

(N)	ADJUSTED CONTRACT RENT POTENTIAL (K+M)	
(O)	LESSER OF (N) AND THE ANNUAL CORRELATED SUBJECT RENT POTENTIAL (COMPS)*	
(P)	INCREASE FACTOR (O ÷ E)	

STEP 3: Calculate OCAF Adjusted Contract Rent Potential for FY2000 Expiring Section 8 Contracts ONLY. As above, if there are units of the same bedroom type in the combined contracts/stages, they should be combined into one rent level that will set the rent at an average that yields that same rent potential.

(A)	(B)	(C1)	(C2)	(Q)	(R)
UNIT TYPE AND CONTRACT AND/OR STAGE	# UNITS	CURRENT CONTRACT RENTS	ANNUAL (C1 x 12)	OCAF ADJUSTED RENT (P x C2) P = _____	ADJUSTED RENT POTENTIAL (Q x B)

(S) Annual Adjusted Rent Potential of the Expiring Contracts
(total of column **R**):

I hereby certify that neither I nor any of my affiliates are debarred or suspended.

Warning:

If you knowingly make a false statement on this form, you may be subject to civil penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosure of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Owner's Name _____

Owner's signature: _____ **Date** _____

WORKSHEET FOR OPTION 6

**Notification of Intention to
Opt-Out of the Section 8 Contract**

I elect to opt-out of the Section 8 program.

Section 8 Contract Number: _____

I understand that notification of this opt-out is required to be given to the Department of Housing and Urban Development 120 days prior to the expiration of the contract.

I hereby certify:

_____ that the Notification of Section 8 Contract Expiration/ Termination required by Section 8(c)(8) of the United States Housing Act of 1937 was provided to families living in the assisted units and HUD on _____
(Date)

Check the applicable statements:

I am willing to execute renewal to fulfill the entire one-year notification requirement.

I am willing to execute a short-term renewal of my contract if HUD needs additional time to provide the tenant-based assistance.

Warning:

If you knowingly make a false statement on this form, you may be subject to civil penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosure of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Owner's Name _____

Owner's signature: _____ **Date** _____